Flowcharting Standards – Please use ONLY the symbols shown below, following these guidelines:
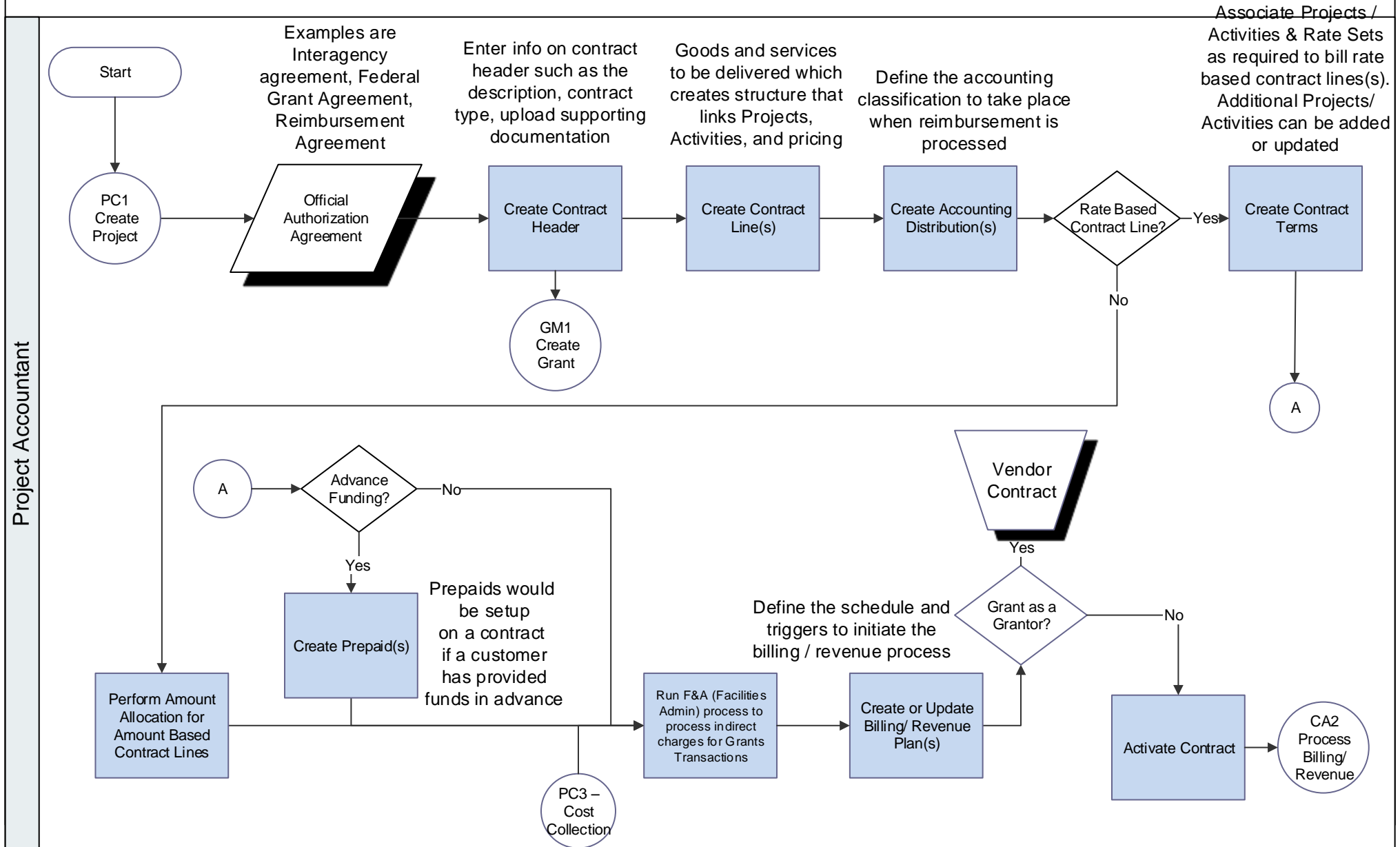
Template Key

Start/End - Indicates point at which the process begins or ends. Does not represent any activity.

Decision - shows a decision point, such as yes/no. Each path emerging from the diamond must be labeled with one of the possible answers.

System Task - Represents an individual step or activity in FI$Cal.

Manual Task - Represents an individual step or activity in the process that is made out of FI$Cal.

Input Documents – A paper document (or email) that is used for entering data in the process. For electronic data should be use the Interface shape.

Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

Interface – Data conversion from one electronic system to another.

Batch Process - Represents a batch process within FI$Cal. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.

Flow Arrow

Intra Integration Process - A input or Output to some other process within the same capability

Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).

Role

Swim lanes used to indicate which user role has underlined primary responsibility for performing steps in the process. If an activity involves participation by more than one role, place it in the swim lane for the role with primary responsibility, or put it on the line that divides both roles.

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Role Name

Role Name

CA1 - Create and Amend Customer Contracts – Create Customer Contracts

Project Accountant

Start

→ PC1 Create Project

Examples are Interagency agreement, Federal Grant Agreement, Reimbursement Agreement

→ Official Authorization Agreement

Enter info on contract header such as the description, contract type, upload supporting documentation

→ Create Contract Header → GM1 Create Grant

Goods and services to be delivered which creates structure that links Projects, Activities, and pricing

→ Create Contract Line(s)

Define the accounting classification to take place when reimbursement is processed

→ Create Accounting Distribution(s)

→ Rate Based Contract Line? — Yes →

Associate Projects / Activities & Rate Sets as required to bill rate based contract lines(s). Additional Projects/ Activities can be added or updated

Create Contract Terms → A

No ↓

Vendor Contract — Yes ↓

A → Advance Funding? — No →

Yes ↓

Create Prepaid(s)

Prepaids would be setup on a contract if a customer has provided funds in advance

Perform Amount Allocation for Amount Based Contract Lines →

→ PC3 – Cost Collection

Run F&A (Facilities Admin) process to process indirect charges for Grants Transactions →

Define the schedule and triggers to initiate the billing / revenue process

Create or Update Billing/ Revenue Plan(s) →

Grant as a Grantor? — No →

Yes ↑

Activate Contract → CA2 Process Billing/ Revenue

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CA Approver

Start

Amendments in the system are required for any active Customer Contract even if non-legal change such as data entry error

Amendment Authorization

Select the Customer Contract to be amended

Initiate Amendment Processing

Amendment ID is created to track changes

Enter Amendment Type and Reason Code

Perform the change such as adding contract lines or updating rate sets

Amend the Contract Header, Contract Line(s), or Contract Terms

Update pricing on Fixed Fee contract lines as needed

Update Contract Line Amounts

Notes tied to unique Amendment ID

Add notes and upload any documentation required for the amendment

Once change has been updated it is flagged as ready

Set Amendment Status to Ready

Process Amendment ad hoc or include in batch process

Process Amendment

Utilize the online review amendments inquiry to review amendments

Review Amendments

End

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